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Residence Placement Policy: draft for public consultation



## STELLENBOSCH UNIVERSITY Draft Residence Placement Policy (1)

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Approved by	Council
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The English version of this Policy is the operative version and the Afrikaans version is a translation thereof.	

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## ESSENCE OF THE POLICY

The essence of the Placement Policy (hereafter referred to as the “Policy”) is to guide placement in Stellenbosch University’s (SU) student housing as well as allocation to private student organisation (PSO) communities to broaden access and enhance student success and social cohesion. This Policy supports Vision 2040 and the Strategic Framework 2019–2024. The Policy underwrites the SU values, namely excellence, compassion, accountability, respect and equity, and gives effect to SU’s commitment to access, inclusivity, equity, redress and student success. The Policy must therefore be read in conjunction with SU’s Admissions Policy, as approved by Council, by which SU commits itself to a transformative student experience through the creation of an inclusive and thriving community, where diversity is regarded as an asset. The Policy therefore aims to facilitate access to ensure a diverse and thriving student community that provides opportunities for a transformative student experience that will build social cohesion and enhance success.

## **1. INTRODUCTION**

The Policy:

- 1.1 is guided by SU's values;
- 1.2 supports the strategic themes of a transformative student experience and a thriving university by establishing diverse and inclusive student communities where students can experience meaningful learning that will contribute to their success and prepare them for a diverse and thriving South Africa;
- 1.3 is aligned with SU's Admissions Policy, as approved by Council, in so far as it promotes equitable access and student success;
- 1.4 facilitates access to a diverse student community for qualifying students from all backgrounds, including students who face barriers, such as socio-economic disadvantage and disability, to participate in university education; and
- 1.5 is aligned to the National Policy on Minimum Norms and Standards for Student Housing at Public Universities (September 2015), with reference to the development and implementation of a comprehensive residence admission and allocation policy.

## **2. PURPOSE OF THE POLICY**

- 2.1 The Policy aims to establish an equitable, transparent and reasonable process for residence placement and allocation of students to PSO communities.
- 2.2 The Policy seeks to facilitate access to ensure a diverse and thriving student community that provides opportunities for a transformative student experience that will build social cohesion and enhance success.

## **3. SCOPE OF THE POLICY**

The Policy is applicable to both the Stellenbosch and the Tygerberg campuses pertaining to the following:

- 3.1 New placements and replacements in undergraduate residences and senior residences
- 3.2 Placement in other University housing, for example Listen, Live & Learn houses (LLL houses) and leadership houses
- 3.3 The allocation of students to PSO communities.

## **4. DEFINITIONS**

Refer to the Glossary of terms and abbreviations, which is annexed to this document (see Addendum A).

## **5. POLICY OBJECTIVES**

- 5.1 To contribute to social cohesion through diverse and inclusive student communities in which growth and development in the out-of-class context and, eventually, student success, are enhanced
- 5.2 To allocate places in residences to students who face barriers to participate in university education, whose chances of success will hereby improve.

## 6. POLICY PRINCIPLES

- 6.1 SU underwrites the principle of excellence strengthened by diversity and building social cohesion.
- 6.2 SU acknowledges academic performance as a criterion for placement in SU student housing.
- 6.3 SU also supports the principle of placement of students who face barriers to participate in university education and who would benefit most from being accommodated in SU student housing. In this regard, SU acknowledges the transitional challenges first years are facing as well as the barriers to access for students with disabilities and students from a socio-economically disadvantaged background.
- 6.4 SU considers gender identity in placement decisions.
- 6.5 The Policy also strives to organise the student community in PSO communities and **clusters** to ensure a transformative student experience.

## 7. POLICY PROVISIONS

### 7.1 General provisions for placement

- 7.1.1 Placement and replacement in student housing are subject to application for accommodation and are valid for one year only. Students must re-apply every year.
- 7.1.2 Places in student housing are limited and a place can therefore not be guaranteed.
- 7.1.3 The Policy provisions consist of sets of criteria for the following:
  - 7.1.3.1 Placement of first-year students in undergraduate residences on the Stellenbosch campus
  - 7.1.3.2 Replacement of current students in undergraduate residences on the Stellenbosch campus
  - 7.1.3.3 Placement and replacement in senior housing, including senior residences, **student houses** and LLL houses, on the Stellenbosch campus
  - 7.1.3.4 Placement and replacement in residences on the Tygerberg campus
  - 7.1.3.5 Placement from waiting lists
  - 7.1.3.6 Allocation to PSO communities.
- 7.1.4 The following students are not eligible for placement:
  - 7.1.4.1 Students who are employed full time and earn a fixed income
  - 7.1.4.2 Students who are registered at the University for subjects or modules that do not lead to obtaining a qualification at SU, for example students who are registered as special students.

7.1.5 No transfers among residences will be accommodated.

The particulars of the placement process and procedures are contained in the Management Guidelines, which appear on the website for prospective students ([www.maties.com](http://www.maties.com)) and for current students ([my.sun.ac.za](http://my.sun.ac.za)). These guidelines are reviewed annually by the Curator of this Policy in consultation with the primary stakeholders, including the Centre for Student Communities and the Student Accommodation Office, and are approved by the Owner of the Policy. The Management Guidelines also provide for extraordinary circumstances that might necessitate deviation from stipulations in this Policy.

## **7.2 Placement of newcomer first-year students in undergraduate residences on the Stellenbosch campus**

7.2.1 The following criteria are used to make a residence placement offer:

7.2.1.1 Admission status: Students must be provisionally admitted to SU.

7.2.1.2 Age: Students younger than 21 years are considered for placement in an undergraduate residence.

7.2.1.3 Academic performance: Academic ranking is used throughout the process.

7.2.1.4 Race: To redress past inequalities and to build social cohesion, race (coloured, black African, Indian, Asian or white) is considered.

7.2.1.5 Socio-economic status: The socio-economic status (SES) of applicants is determined upon application (see Addendum B). Priority will be given to applicants with a high SES score. In this category, selection to an extended degree programme based on deficits in the school system and distance from campus, where it is a barrier to access, is also considered.

7.2.1.6 Disability: Students with physical disabilities that necessitate placement in residences are considered in consultation with the Disability Unit.

7.2.1.7 Nationality: International applicants are considered to ensure diversity.

7.2.1.8 Special placements: Special placements are part of the total number of placements per year and are not an additional group for whom there are additional places. The following special placements apply at present and may be amended by University management as deemed necessary:

*a. Bloemhof Bursary Trust (the "Trust") placement as agreed with the University:* In terms of the agreement between the Trust and SU, 45 residence placements are currently reserved for first-year students, as nominated by the Trust.

*b. Sport placements:* An agreed number of places are reserved for top athletes. Nominations for placements, including placements in the high-performance sport residence, are made by Maties Sport by an agreed date. Placements are made in accordance with the Maties Sport's Recruitment and Retention Plan as well as their Transformation Plan.

*c. Military students:* Officers selected by the South African National Defence Force (SANDF) who are studying full-time programmes on the Stellenbosch

campus may be placed in suitable University accommodation.

*d. Rector's discretionary placements:* The Rector may at his/her discretion, based on a strategic consideration, request placement of an individual first-year student. The number of placements is agreed annually.

7.2.2 The residence placement process involves the following:

7.2.2.1 To guide and ensure a diverse student profile in undergraduate residences, annual targets for first-year placements are set according to the demographic profile of qualifying applicants and the strategic intent of the University. The proposed targets are approved by the Rectorate.

7.2.2.2 Academic performance is the primary criterion for residence placement of first-year students and is used in all placement categories.

7.2.2.3 Diversity with the aim to facilitate social cohesion is ensured in placements according to:

- a. socio-economic status (SES);
- b. race (black African, coloured, Indian, Asian or white); and
- c. nationality (South African citizen or international student).

7.2.2.4 Placement in specific residences also aims to provide opportunities for strengthening social cohesion through diversity. The diversity profile will be spread throughout the residences based on:

- a. academic performance;
- b. socio-economic status (SES);
- c. race (black African, coloured, Indian, Asian or white); and
- d. nationality (South African citizen or international student).

### **7.3 Placement and replacement of current students in undergraduate residences on the Stellenbosch campus**

7.3.1 Academic performance, as determined in the Management Guidelines, is the primary provision for replacement of current students in undergraduate residences.

7.3.2 As a rule, students on the Stellenbosch campus may stay in undergraduate residences for the maximum number of years of the normal duration of the undergraduate programme for which they had initially registered.

7.3.3 Students who are part of the residence leadership structures, namely a head student (primarius/primaria), house committee members, the cluster convenor and mentors, may exceed the number of years allowed.

7.3.4 Some student accommodation is dedicated to leadership positions in the PSO communities and placements are made accordingly.

### **7.4 Placement and replacement in senior housing (including senior residences, student houses and LLL houses) on the Stellenbosch campus**

7.4.1 Placement in senior housing on the Stellenbosch campus strives to create opportunities for social cohesion and is based on the following:

7.4.1.1 academic performance as determined in the Management Guidelines;

- 7.4.1.2 race; and
- 7.4.1.3 financial need.
- 7.4.2 Senior housing accommodates mainly students who have already been living in undergraduate residences. If all places have been filled with students who came from undergraduate residences, students from PSO communities are considered.
- 7.4.3 Applicants need to be in the final year of study or turn 22 (at least) in the year of taking up the placement offer to be considered for senior housing. The maximum age for placement of students in senior housing is students turning 26 years in the placement year.
- 7.4.4 Students residing in senior housing must reapply for the following year.
  - 7.4.4.1 Students may stay in senior housing for a maximum of three years. This period is cumulative irrespective of the type of senior SU housing (including LLL houses).
  - 7.4.4.2 Students who serve in the formal leadership structure in senior housing may remain in that accommodation for a longer period.
  - 7.4.4.3 Placement of international students in senior housing is managed by Stellenbosch University International in consultation with the Residence Placement Office.
- 7.4.5 Placement in LLL houses takes place as follows:
  - 7.4.5.1 The LLL programme is a targeted residential and immersive experiential learning opportunity for senior students to actively engage towards a deeper understanding of social cohesion.
  - 7.4.5.2 Students are invited to apply to participate annually and if selected, based on high academic performance, diversity considerations (including gender, race and field of study) and other selection criteria as published in the Management Guidelines, are allocated to available LLL housing.
  - 7.4.5.3 Given the special nature of the programme, students may be part of the programme for a maximum period of two consecutive years.

## **7.5 Placement and replacement in residences on the Tygerberg campus**

- 7.5.1 On the Tygerberg campus the distinction is made between junior (first to third year) and senior (fourth to final year) residences, and students move from junior to senior residences during their undergraduate studies.
- 7.5.2 Placement of newcomer first years:
  - 7.5.2.1 The placement criteria for newcomer first years as set out in this Policy in 7.2.1 are applicable.
  - 7.5.2.2 Prospective students selected for MBChB, BSc in Physiotherapy, B of Nursing and Midwifery and BSc in Dietetics can only be considered for placement in residences on the Tygerberg campus and not on the Stellenbosch campus.
  - 7.5.2.3 Students following the programmes Speech-Language and Hearing Therapy (in their first and second year) and Occupational Therapy (in their first year) will not be accommodated on the Tygerberg campus. They may be considered for



placement in undergraduate residences on the Stellenbosch campus.

7.5.3 The following arrangements are made regarding replacement in residences:

7.5.3.1 Academic performance is used to rank students for the available places in both junior and senior undergraduate residences.

7.5.3.2 For students who spent their first year in an undergraduate residence on the Stellenbosch campus and who then have to move to the Tygerberg campus, the allocation of a place in a residence on the Tygerberg campus will depend on the availability of places in Tygerberg residences.

## **7.6 Placements from waiting list**

7.6.1 Applicants who could not be placed in a residence can register on a waiting list.

7.6.2 When cancellations are received, placements will be made from the waiting list.

7.6.3 Placement criteria as stipulated in the Policy will still be applicable for placement from the waiting list.

7.6.4 Placement criteria and processes for placement from the waiting list are published in the Management Guidelines.

## **7.7 Undergraduate PSO allocation**

7.7.1 To ensure integration in the student community, students who do not live in SU student housing and make use of private accommodation are allocated to a PSO community, and thereby a cluster.

7.7.2 The allocation to PSO communities and clusters is based on the same two key provisions as for first-year placement in student housing, namely academic performance and diversity, to enhance social cohesion.

7.7.3 If a **PSO student** receives a placement in a residence during the undergraduate years, they will be moved to the new relevant cluster.

7.7.4 Students who move from residences to PSO communities are included in the PSO community of the cluster of the residence that they are leaving.

## **8. POLICY CONTROL**

8.1 The Policy is determined by the SU Council.

8.2 The University establishes the following roles and responsibilities, among others, with a view to implementing and managing this Policy:

8.2.1 The statutory head is the Rector and Vice-Chancellor. He/She is responsible for the execution of the Policy and he/she delegates the overall responsibility to the appropriate environments that report to a member of the Rectorate, namely the Registrar.

8.2.2 The Registrar is the Owner of the Policy. The Owner is accountable for the Policy being developed within his/her sphere of responsibility, ensuring that the Policy and related Management Guidelines exist. The Owner is responsible for the appointment of a curator (and related structures and roles) and to ensure that the

curator (and related structures and roles) functions effectively.

8.2.3 The Curator of the Policy is the Director: Applications, Student Accommodation and Client Services (ASACS). This is the functionary at institutional level to whom the Owner of the Policy has allocated the responsibility for taking care of the formulation, approval, revision, communication, release, interpretation and monitoring of the implementation of the Policy and Management Guidelines. The Curator will convene a task team for the revision of the Policy and the Management Guidelines periodically, as required but not more than five years of this Policy taking effect.

## **9. MONITORING AND REPORTING**

The Owner of the Policy is accountable, and the Curator is responsible for the creation of the necessary controls for monitoring and reporting on the Policy and to report to the Rectorate on an annual basis.

## **10. ACTION IN THE EVENT OF NON-COMPLIANCE**

10.1 Any complaints stemming from alleged non-compliance with the Policy are dealt with in terms of SU's existing complaints management processes and systems.

10.2 Conflict resolution: Any such cases are referred to the Director: ASACS for guidance and decision making.

## **11. SUPPORTING DOCUMENTS**

The Policy must be read in conjunction with the management provisions and implementation measures contained in the supporting document, Management Guidelines, which appears along with the Policy on the website for prospective students ([www.maties.com](http://www.maties.com)) and for current students on the student portal ([my.sun.ac.za](http://my.sun.ac.za)) and is adapted annually.

## **12. RELATED DOCUMENTS**

12.1 Disability Access Policy

12.2 Maties Sport Recruitment and Retention Plan

12.3 Maties Sport Transformation Plan

12.4 Management Guidelines for Placement

12.5 National Policy on Minimum Norms and Standards for Student Housing at Public Universities (September 2015)

12.6 Admissions Policy of Stellenbosch University

12.7 Stellenbosch University Guidelines for Off-campus Private Student Housing Accreditation

## DEFINITIONS

The following specific terms are used in this Policy and concise definitions of the terms are as follows:

**Academic performance** – In the context of the placement of newcomer first-year students, this refers to academic performance at school, and for senior students to academic achievement at University

**Applicant** – In the context of this Policy, an applicant could be any prospective or registered student applying for placement in the following year

**Cluster** – A group of residences that are grouped together primarily on a geographical basis and to which a PSO community (in the case of an integrated men's and women's community) or two PSO communities (in the case of separate men's and women's communities) are allocated to form a student community

**Cluster convenor** – A student leader who assists the **ResEd coordinator** with all the activities in a cluster

**Disability** – In the context of the Policy, it refers to physical disabilities that necessitate placement in a residence

**Diversity** – In the context of this Policy, 'diversity' could include factors such as nationality, race and socio-economic status.

**Extended degree programme** – A formal degree programme in which students may extend their degree over a longer period

**First-generation student** – A student whose parents did not study at a university

**Head student (primarius/primaria)** – The head student in a residence or PSO community

**House Committee** – The student leadership body in a residence or PSO community

**Listen, Live & Learn house (LLL house)** – An official University house in which smaller groups of students are accommodated in terms of themes and taking diversity into account

**Out-of-class** – The student's experience of the University outside of the formal lecture context or formal academic offering

**PSO community** – Also called a PSO ward; students who live in privately owned housing who are grouped together for organisational and community-formation purposes; such communities are grouped together along with residences into clusters and they also have a student leadership structure

**PSO students** – Students who do not live in official University accommodation

**ResEd coordinator** – A staff member who acts as coordinator of a cluster (usually this person is also the **residence head** of a residence within the specific cluster)

**Residence** – Official University building accommodating a large group of students

**Residence head** – A person appointed to act as head of a residence; this person usually lives in or next to the residence concerned

**Residence leadership structures** – In the context of this Policy, it includes the following: head

student (primarius/primaria), house committee members, cluster convenor and mentors

**Senior residences** – Residences for students enrolled in postgraduate programmes, fourth-year students in undergraduate residences or more senior students aged between 21 and 26 (including older newcomer first-year undergraduate students)

**Social cohesion** – The extent of connectedness and social solidarity among groups in society; in the higher education context in South African, it identifies two main dimensions: the sense of belonging to a student community and the relationships among members within this student community

**Student house** – A house belonging to, or rented by, the University that is made available for student accommodation

**Student housing** – All formal University housing structures, including residences, student houses and LLL housing

**Student success** – In the context of this Policy, it includes the achievement of academic success and growth in graduate attributes, namely an enquiring mind, an engaged citizen, a dynamic professional and a well-rounded individual

**Transformative student experience** – At SU, we value our students and are committed to delivering a transformative student experience to each one of them. With this intention, we want to ensure that SU is accessible to qualifying students from all backgrounds, including to students who face barriers to participation in university education. We regard it as a journey – from our first contact with prospective students until they graduate and embrace the role of alumni. A transformative student experience is predicated on the provision of opportunities for growth to all undergraduate and postgraduate students, including guidance, support and services from SU to enable their success.

**Undergraduate residences** – Residences for primarily undergraduate students where newcomer first-year students are placed

**University management** – In the context of this Policy, the Rectorate

**GRAPHICAL REPRESENTATION OF CONSIDERATIONS AT ADMISSION**  
**(Admission Policy available on [www.maties.com](http://www.maties.com))**

**Three major categories for admission:**

<b>Academic achievement</b>	Academic performance (Grade 11 or Grade 12 final results) and faculty-specific selection criteria
<b>Race</b>	Black African, coloured, Indian or Asian based on self-classification
<b>Socio-economic status (SES)</b>	Educational disadvantage (based on school classification or school fees)
	Economic disadvantage (based on government pension, social grant or school financial aid received)
	<b>First-generation student</b> status (based on highest qualification of parents/guardians)

**Socio-economic status (SES) calculator:**

<b>Educational</b> (max. 4 points)	4 points	School Quintile 1–3	OR	School fee less than R1 500
	2 points	School Quintile 4	OR	School fee between R1 500 and R5 000
	0 points	School Quintile 5	OR	School fee more than R5 000
<b>Economic</b> (max. 4 points)	2 points	Family receives pension from government	OR	Family receives social grant
	2 points	Applicant receives a bursary /scholarship at school based on financial need		
	0 points	Family does not receive state pension, grant or bursary/scholarship at school		
<b>First generation</b> (max. 2 points)	2 points	Highest qualification of parents/guardian: Grade 12 or lower		
	1 point	Highest qualification of parents/guardian: certificate or diploma		
	0 points	Lowest qualification of parents/guardian: university degree		
<b>Total</b> (max. 10 points)	10 points	A maximum total weighting of 10 points serves as a barometer to indicate the degree of disadvantage. The applicant still needs to meet the minimum admission requirements.		